

<p style="text-align: center;"><b>Application Package</b> <b>King County Community Organizing Program</b> <b>Prevention Mini-Grant</b></p>
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**The King County Community Organizing Program (KCCOP)** *is a community mobilization program that works with communities in King County to resist drug and alcohol abuse and violence.*

In the spirit of supporting prevention efforts, the King County Community Organizing Program has mini-grants available. This funding supports alcohol, drug and violence prevention activities. These mini-grants will be distributed geographically throughout King County. The funds have been made available through a grant received from the Washington State Department of Community Trade and Economic Development.

**MINI-GRANTS: \$500 - \$2,400**

Two types of Mini-Grants will be available:

- A smaller Grant (\$500 to \$999) Must focus on one targeted risk factor
- A larger Grant (\$1,000 to \$2,400) Must focus on two or more targeted risk factors  
*This larger Grant will also require a Measurement tool to document outcomes*

**Targeted Risk Factors:**

<i>Community Domain:</i>	Low Neighborhood Attachment and/or Community Disorganization
<i>Family Domain:</i>	Family Management Problems and/or Family History of Problem Behavior
<i>Individual/Peer Domain:</i>	Friends Who Use and/or Favorable Attitudes Towards Drug Use and Violence Youth in the Juvenile Justice System, especially Youth of Color

To apply for either the larger or smaller Mini-Grant, please complete the attached application. These applications will be reviewed and rated by the KCCOP staff.

To be considered for funding, projects or activities must demonstrate in their application **WHICH** specified risk factor their proposed activity will focus on and specifically **HOW** the project addresses this, with measurable outcomes. Please think critically about how your proposed activity will enhance or strengthen the related protective factor. For more information on these risk & protective factors, see pages 7 – 8.

If your project is awarded a mini-grant, you will be responsible to King County Community Organizing Program for:

- Completing a summary report of the project
- Submitting appropriate receipts and documentation prior to receiving payment
- Promotional material to recognize our funding support
- Measurement of outcomes

**For more assistance contact our office at 206-296-5250.**

## COMMONLY ASKED QUESTIONS

**1. What is an eligible activity for this Grant?**

- A.** Any activity that provides a healthy alternative to substance abuse and violence will be considered for a Mini-Grant. Past Grants have gone to such activities as Parenting Class Graduation Ceremonies, mural painting projects, and food and equipment rental for cultural celebrations. Priority will be given to projects that have the support of a diverse coalition, and also to activities that focus on our targeted risk factors (listed on the back page of this application).

**2. How long will it take to hear if I have received the Grant?**

- A.** A letter will be sent to you, whether or not you have been awarded the Grant. These letters are generally sent out within a week to ten days from receiving the application.

**3. What do I have to do to receive the money?**

- A.** The KCCOP Mini-Grant is a reimbursement grant, in that we will pay you back for money that you have spent up to the amount of your award. In order to pay this money, we need a completed invoice form, a completed evaluation form (these forms will be sent to you with your award letter), and all receipts.

**4. How long will it take to get the money?**

- A.** Plan on four to six weeks from the time we receive all your completed paperwork and receipts.

**5. Is there a deadline for applications and invoice paperwork?**

- A.** Our fiscal year runs from July 1<sup>st</sup> through June 30<sup>th</sup>. We must have all your paperwork in no later than July 10<sup>th</sup> in order to pay invoices from the previous fiscal year. Applications can be submitted any time, but there is generally more money available at the beginning of our fiscal year.

**6. Can I apply for more than one Mini-Grant?**

- A.** It is up to the discretion of each Organizer whether a group is awarded more than one Mini-Grant. However, no community group can receive more than three Mini-Grants during a given fiscal year, and no single vendor can receive more than \$2,400 in a fiscal year.

**7. Where do I send my completed application, and can I fax it?**

- A.** You can fax your application to (206) 296-0229, or mail it to: *King County Community Organizing Program, 821 2<sup>nd</sup> Avenue, Suite 500, Seattle, WA 98104*. Whether you mail it or fax it, please address the application to your Community Organizer. See the list of Organizers below.

**8. Who do I call if I have a question?**

- A.** Call your Community Organizer, determined by geography. They can all be reached at (206) 296-5250.

*Cheryl Hanson: South King County*

*Matt McCarter: East King County*

*Drew Russell: Greater Seattle and Vashon*

*Val Thomas-Matson, North King County*

**KING COUNTY COMMUNITY ORGANIZING PROGRAM  
MINI-GRANT APPLICATION  
COVER PAGE**

**YOUR COALITION  
NAME** \_\_\_\_\_

**YOUR COALITION CONTACT/  
LEAD PERSON** \_\_\_\_\_

**YOUR PHONE NUMBER** \_\_\_\_\_

**KING CO. COMMUNITY ORGANIZING PROGRAM CONTACT/ COMMUNITY  
ORGANIZER** \_\_\_\_\_

**AMOUNT REQUESTED \$** \_\_\_\_\_

**ACTIVITY / EVENT TO BE FUNDED** \_\_\_\_\_

**DATE OF EVENT** \_\_\_\_\_

**LOCATION OF EVENT** \_\_\_\_\_

## MINI-GRANT APPLICATION

DATE: \_\_\_\_\_ AMOUNT REQUESTED: \$ \_\_\_\_\_

YOUR COMMUNITY GROUP/  
COALITION NAME: \_\_\_\_\_

YOUR COALITION CONTACT/  
LEAD PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF YOUR KING CO. COMMUNITY ORGANIZING PROGRAM CONTACT/  
COMMUNITY ORGANIZER: \_\_\_\_\_

### 1. WHAT IS THE MISSION/GOAL OF YOUR COALITION/COMMUNITY GROUP?

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### 2. LIST THE NUMBERS OF INDIVIDUALS THAT ARE REPRESENTED IN YOUR COALITION/COMMUNITY GROUP?

_____ School Representative	_____ Youth	_____ Religious Reps.
_____ Law Enforcement	_____ Parents	_____ Community Members
_____ Prevention Specialist	_____ Government	_____ Treatment
_____ Business	_____ Health	_____ Probation
_____ Other: _____		

### 3. STATE WHICH OF THE THREE TARGETED RISK AND/OR PROTECTIVE FACTORS LISTED ON PAGES 7 & 8 THAT YOUR PROJECT WILL ADDRESS. FOR LARGER GRANTS, LIST TWO OR MORE.

Grants \$500-\$999: 1. \_\_\_\_\_

Grants \$999-\$2,400 2. \_\_\_\_\_

3. \_\_\_\_\_

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4. HOW WILL YOUR PROJECT IMPACT YOUR TARGETED RISK/PROTECTIVE FACTORS, AND WHAT ARE THE EXPECTED OUTCOMES? (WHAT YOU PLAN TO REDUCE OR INCREASE AS A RESULT OF YOUR PROJECT)

<b><u>RISK FACTOR</u></b> (Larger grants need 2 or more)	<b><u>EXPECTED OUTCOME</u></b>
1.	
2.	
3.	

5. WHAT WILL YOU USE TO MEASURE THE ABOVE EXPECTED OUTCOME(S)?

*Example of Measurable Outcome: For the (24) youth who attend our Late Night Program, we will increase their understanding of the (10) warning signs of alcoholism.*

*Example of Measurement Tool: Pre and Post Survey to be developed by Coalition with assistance from the Community Organizer if needed.*

<b><u>EXPECTED OUTCOMES</u></b>	<b><u>MEASUREMENT TOOL</u></b>
1.	
2.	
3.	

6. MATCH/IN-KIND CONTRIBUTIONS (DONATED GOODS & SERVICES AND VOLUNTEER TIME)

List other resources being committed/donated for this program

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7. WHO WILL BE RESPONSIBLE FOR HANDLING YOUR INVOICE & EVALUATION FORM? \_\_\_\_\_

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9. HOW WILL YOU RECOGNIZE OUR FUNDING CONTRIBUTIONS?

(Example: Put KCCOP logo in event promotions. We will send you camera ready logos with your award letter).

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## PROPOSED BUDGET DETAIL FOR MINI-GRANT

PURCHASE	EST. COST	TOTAL
ITEM/VENDOR NAME		
<i>EXAMPLE</i> <i>10 T-shirts (Costco)</i>	<i>\$5.00/each</i>	<i>\$50.00</i>
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		

**An invoice form will be sent with award letter.**

## **TARGETED RISK & PROTECTIVE FACTORS**

After reviewing County-wide data (since 1989) and local community assessments, as well as the Washington State Survey of Adolescent Health Behaviors, we have targeted the following as the key risk factors in King County. We have also provided some strategies that have been successful in addressing each risk factor. Please contact your Community Organizer if you want assistance in tailoring your prevention activity to these risk and protective factors.

### **COMMUNITY DOMAIN**

#### **1. Risk Factor**

Low Neighborhood Attachment and/or Community Disorganization

##### **Related Protective Factors**

Provide supportive networks and social bonds

Involve youth in community service

Provide access to resources (housing, health care, child care, job training, employment, and recreation)

##### **Suggested Strategies**

Community-wide events (drug, violence, and weapon-free barbeques, potlucks, dances, etc.)

### **FAMILY DOMAIN**

#### **2. Risk Factor**

Family Management Problems and/or Family History of Problem Behavior

##### **Related Protective Factors**

Adults spend quality time with children

Has clearly expressed value on drug and violence-free lifestyle

Encourage supportive relationships with caring adults beyond the immediate family

##### **Suggested Strategies**

Parenting Support/ Training

Strengthening Families Programs

## INDIVIDUAL/PEER DOMAIN

### **3. Risk Factor**

Friends Who Use/ Favorable Attitudes Towards Drug Use and Violence

#### **Related Protective Factors**

Involved in drug and violence-free activities

Has opportunities to be positively engaged

#### **Suggested Strategies**

Life Skills Training

Mentoring Programs

Youth-driven prevention strategies

### **4. Risk Factor**

Youth in the Juvenile Justice System, especially youth of color

#### **Related Protective Factors**

Involved in positive activities

Has caring adults in their life

Has a sense of personal competence

#### **Suggested Strategies**

Youth Leadership Skills Development

Youth diversion strategies